

Job Description – Projects Leader

Responsible for	Leading the set-up of an extended service supporting those vulnerable to health challenges
Salary	£23,000 - £25,000 pro rata
Hours of work	30 - 40 hours per week including some evening and weekend working
Location	SVS Building, St. Mary's with regular travel around the city
Main Purpose	To work with the statutory agencies to put in place services that target those who would benefit from Communicare's support to avoid escalation of minor health challenges

Principle Accountabilities:

1. Projects Leadership

- To design and plan robust, appropriate schemes to provide the extended services to be delivered
- To liaise with statutory and other organisations to ensure that schemes are appropriate, efficient and effective
- To seek out and engage other organisations who may act as partners in delivery of projects
- Ensure that project delivery is meeting agreed standards and deadlines
- Assist in over-seeing the day to day delivery of the new projects

2. Legal Compliance & Good Practice

- To ensure that new projects comply with legal requirements and follow good practice (eg have appropriate insurance cover, policies, procedures and risk assessments in place)
- In collaboration with the rest of the team ensure that there is consistency within the organisation with regards to legal compliance and good practice
- Undertake or arrange training for other members of staff and volunteers on compliance

3. Volunteers

- Work with the Volunteer Coordinator team to extend and develop the structures for recruiting, inducting, training and supporting volunteers
- Actively seek and contribute to opportunities to recruit volunteers

4. Data Collection & Evaluation

- Design and carry out collection of data relevant to the projects
- Compile statistics and reports based on data collected
- Contribute to the evaluation of the projects as required by Trustees and Funders

5. General

- Supporting other colleagues
- Performing any other tasks as reasonably directed

Person Specification – Projects Leader

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- Ability to build effective working relationships with professionals, volunteers and others
- Ability to network and form links with outside organisations/agencies
- Ability to manage, inspire and coordinate staff and volunteers
- Ability to prioritise own workload and manage time effectively
- Understanding of confidentiality and its importance
- Excellent verbal and written communication skills, including presentation skills

- Competent user of IT systems, including Microsoft Office
- Confident user of communication tools, such as social media and apps
- Good interpersonal and listening skills
- In sympathy with the Christian ethos of Communicare in Southampton
- Car driver with own transport and prepared to work flexible hours
- Empathetic, enthusiastic, passionate, caring and outgoing